



PRIVACY STATEMENT

Introduction

International School Manila is committed to protecting your personal data privacy in compliance with the Data Privacy Act of 2012 (DPA) and relevant NPC policies. This statement outlines how we handle your personal data according to the principles of Transparency, Legitimate Purpose, and Proportionality.

Personal data we collect

We collect personal data you provide directly and data generated through your use of our services, which may include personal details, transaction information, online identifiers, and sensitive personal information when necessary and with consent.

How we use your personal data

We process your data for legitimate purposes, such as providing services, processing transactions, improving operations, communicating with you, and complying with legal obligations.

Sharing and disclosure of your personal data

We may share your data with third parties like service providers, affiliates, or partners for lawful purposes with adequate safeguards and contractual obligations to protect your data. We may also disclose information to government agencies when required by law.

Data protection and security measures

We employ organizational, physical, and technical measures to protect your personal data, including access controls, restricted access to facilities, encryption, and firewalls.

Retention and disposal of personal data

We retain data only as long as necessary or required by law and then dispose of it securely through shredding or secure deletion/anonymization.

Your data privacy rights

Under the DPA, you have rights including the right to be informed, object, access, rectify, erase/block, data portability, claim damages, and file a complaint with the NPC. However, we recommend you inform our DPO of your intention to file a complaint before proceeding.

Changes to this privacy statement

We may update this statement and will provide a new one for substantial changes to our data processing.

How to contact us

For questions or concerns, contact our Data Protection Officer:

Data Protection Office

Email: dpo@ismanila.org

Telephone: (632) 8840-8400

International School Manila

Address: University Parkway, Fort Bonifacio, Taguig City 1634, Philippines

Last updated: September 18, 2025